

Catherine Boynton

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EDUCATION

Virginia Commonwealth University Honors College, GPA: 3.86

Richmond, VA

B.A Political Science (*Concentration: Public Policy & Administration*)

May 2025

B.S Psychology, Dual Degree

SKILLS

Google Workspace, Microsoft Word, Powerpoint, Virginia Legislative Information System (LIS), Data Entry, Zotero, Slack, Asana, Perplexity.ai, LucidSpark, Canva, MailChimp

EXPERIENCE

Virginia General Assembly- Senator Ebbin

Richmond, VA

Senate 2025 Session Intern

January 2025-February 2025

- Sorted 2500+ emails, identified key policy issues for constituents, drafted 40% of constituent email responses; tracked legislation and provided real-time legislative updates
- Answered telephone inquiries, welcomed visitors and directed them to the appropriate resources or staff members
- Served as intern office liaison for the Senate General Laws & Technology Committee, provided detailed meeting summaries to senior staff
- Collaborated and delegated tasks to fellow interns as needed to efficiently complete assignments
- Contributed topic proposals and section suggestions for weekly newsletters, such as explaining Crossover Day and legislative updates on Senator Ebbin's bills

L. Douglas Wilder School- Dr. Shruti Syal

Richmond, VA

Research Intern- Social Network Mapping of the WaSH sector in India

September 2024-May 2025

- Annotated 50+ public laws and policy briefs to identify key actors and stakeholders in sanitation and remediation efforts in Delhi, contributing to a comprehensive social network map
- Used collaborative online whiteboards to develop concept maps for complex policy ideas
- Responsibly leveraged LLM-based AI platforms to perform precise legal document analysis via guided iterative procedures, facilitating the extraction of targeted data elements

Innovation in Child and Family Wellness Research Group

Richmond, VA

Undergraduate Research Assistant

September 2023-May 2024

- Collected and encoded research survey data from 75+ Central Virginia public school students
- Managed project refinement notes for *Rise Above*, a novel school-based, trauma-informed, social-emotional learning program for children and adolescents
- Wrote, edited, and produced application materials for 3 grant applications

RELEVANT COURSEWORK

Political Science Independent Study- Dr. Alex Keena

- Conducted an extensive literature review to analyze the impact of variations in U.S. state education funding policies on the availability of school-based mental health resources within K-12 public schools

Political Science Capstone Project

- Designed a mixed-methods research study exploring the effects of U.S. state and local education funding policies on the implementation of federal policy, with a focus on mitigating the K-12 achievement gap